

Amendment #2
to RFP-NIH-NIAID-DAIT-BAA-05-10
" Modeling Immunity for BioDefense "

Amendment to Solicitation No.:	NIH-NIAID-DAIT-BAA-05-10
Amendment No.:	2
Amendment Date:	November 2, 2004
RFP Issue Date:	August 20, 2004
Proposal Due Date:	November 23, 2004 (unchanged)
Issued By:	Carl A. Newman Contracting Officer DHHS/NIH/NIAID Contract Management Program 6700-B Rockledge Drive Room 3214, MSC 7612 Bethesda, Maryland 20892-7612
Point of Contact:	Robert J. Singman, Contract Specialist 301-451-2607 rsingman@niaid.nih.gov
Name and Address of Offeror:	To All Offerors

The hour and date for receipt of the offeror **HAS NOT BEEN EXTENDED**. Offerors shall acknowledge receipt of this amendment by noting, on the face page of the original technical and business proposal, that the offer has been prepared in accordance with the original solicitation and all its amendments. Failure of the offeror to submit this acknowledgement may result in the rejection of your offer. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Purpose of Amendment: I) To transmit to all offerors the response to questions that have been submitted concerning the solicitation; and II) To revise Sections I, J and L of the BAA RFP.

Item I. The following answers are being provided to questions that we have received:

(Note: the responses to these questions do not change or otherwise affect this requirement except as indicated in ITEM II of this Amendment.)

Question 1. On page 18 of the RFA (part J), at the top of the page the RFP states 'the technical proposal is limited to not-to-exceed 100 pages.....this page limit includes: statement of work, appendices, attachments, operating manuals, non-scannable figures or data, letters of intent, etc.'.

This is confusing as the 'Number of Copies' chart on page 17 indicates 'Technical Proposal Appendices' consist of all materials not available electronically. I would understand this to mean such appendices are in addition to the 100 page technical proposal. This line in the chart indicates a 75 page limitation.

Answer: The chart on page 17 is incorrect. The page limitation is 100 pages for the technical proposal. The chart on page 17 is revised in this amendment. The Technical Proposal Appendices row has been eliminated from the chart.

Item II. The following changes are hereby made to the solicitation:

1. **Section I – CONTRACT CLAUSES** is hereby revised to correct the change in ITEM numbers in this Section. The National Cancer Institute has revised its web site content which altered ITEM numbers. The table below correlates the old and new ITEM numbers.

Section I	Old Item Number	New Item Number
	Item 46	Item 50
	Item 47	Item 52
	Item 48	Item 53
	Item 49	Item 54
	Item 51	Item 56

2. **Section L –INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS** is hereby revised to correct the change in ITEM numbers in this Sections. The National Cancer Institute has revised its web site content which altered ITEM numbers. The table below correlates the old and new ITEM numbers.

Section L	Old Item Number	New Item Number
	Item 1	Item 2
	Item 38	Item 37
	Item 41	Item 40
	Item 50	Item 49
	Item 51	Item 50
	Item 55	Item 54
	Item 53	Item 52
	Item 56	Item 55
	Item 58	Item 57
	Item 59	Item 58
	Item 61	Item 60
	Item 67	Item 66
	Item 69	Item 68

3. The chart on page 17 in **Section J – LIST OF ATTACHMENTS** of the RFP is hereby revised to eliminate the “Technical Proposal Appendices” row.

Listed below are the revised **SECTION I – CONTRACT CLAUSES, SECTION J – LIST OF ATTACHMENTS, AND SECTION L –INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS.**

All other provisions of this solicitation are unchanged.

PART II – CONTRACT CLAUSES**SECTION I - CONTRACT CLAUSES**

THE FOLLOWING PAGES CONTAIN A LISTING(S) OF GENERAL CLAUSES WHICH WILL BE APPLICABLE TO MOST CONTRACTS RESULTING FROM THIS RFP. HOWEVER, THE ORGANIZATIONAL STRUCTURE OF THE SUCCESSFUL OFFEROR(S) WILL DETERMINE THE SPECIFIC GENERAL CLAUSES LISTING TO BE CONTAINED IN THE CONTRACT(S) AWARDED FROM THIS RFP.

ARTICLE I.1. GENERAL CLAUSES

The complete listing of these clauses may be accessed at: <http://rcb.cancer.gov/rcb-internet/clauses/clauses.html>

The following General Clause Listings will be applicable to most contracts resulting from this RFP. However, the organizational structure of the successful offeror(s) will determine the specific General Clause Listing to be contained in the contract(s) awarded from this RFP:

General Clauses for a Cost-Reimbursement Research and Development Contract

ARTICLE I.2. AUTHORIZED SUBSTITUTIONS OF CLAUSES

Alternate II (OCTOBER 2001) of FAR Clause 52.219-9, Small Business Subcontracting Plan (OCTOBER 2002) is added.

No additional or supplemental Authorized Substitutions of Clauses are applicable to this solicitation. See I.2 Authorized Substitutions of Clauses of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Authorized Substitutions of Clauses.

ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES

ITEM 50: The following Alternates are applicable to this solicitation:

FAR Clause 52.227-14, Rights in Data - General (JUNE 1987).

ITEM 52: FAR Clause 52.227-16, Additional Data Requirements (JUNE 1987), is applicable to this solicitation.

ITEM 53: FAR Clause 52.227-17, Rights in Data--Special Works (JUNE 1987), is applicable to this solicitation.

ITEM 54: FAR Clause 52.227-18, Rights in Data--Existing Works (JUNE 1987), is applicable to this solicitation.

ITEM 50: FAR Clause 52.227-19, Commercial Computer Software--Restricted Rights (JUNE 1987), is applicable to this solicitation.

ITEM 56: FAR Clause 52.227-23, Rights to Proposal Data (Technical) (JUNE 1987), is applicable to this solicitation.

Excluded pages from the proposal dated *, are identified as follows:

***Information to be determined during negotiations.**

HSSAR Clause 352.270-6. Publications and Publicity (July 1991) , is applicable to this solicitation.

No additional or supplemental Additional Contract Clauses are applicable to this solicitation. See I.3 Additional Contract Clauses of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Additional Contract Clauses.

ARTICLE I.4. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT:

No additional or supplemental Additional FAR Contract Clauses Included in Full Text are applicable to this solicitation. See I.4. Additional FAR Contract Clauses Included in Full Text of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Additional FAR Contract Clauses Included in Full Text.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**SECTION J - LIST OF ATTACHMENTS**

The following Attachments are provided in full text with this Solicitation:

PACKAGING AND DELIVERY OF PROPOSALS: (<http://www.niaid.nih.gov/contract/eproposal.htm#pack>)

HOW TO PREPARE AN ELECTRONIC PROPOSAL:
(<http://www.niaid.nih.gov/contract/eproposal.htm#electronic>)

PROPOSAL INTENT RESPONSE SHEET SUBMIT ON/BEFORE: October 23, 2004 (Attached to this listing)

[NOTE: Your attention is directed to the "Proposal Intent Response Sheet". If you intend to submit a proposal, you must complete this form and return it to this office via fax or e-mail on or before the date identified above. The receipt of this form is critical as it contains information essential for CMP's coordination of the electronic submission and review of proposals.]

RFP FORMS AND ATTACHMENTS:

THE RFP FORMS/ATTACHMENTS LISTED BELOW ARE AVAILABLE IN A VARIETY OF FORMATS AND MAY BE VIEWED OR DOWNLOADED DIRECTLY FROM THIS SITE:

<http://www.niaid.nih.gov/contract/ref.htm>

APPLICABLE TO TECHNICAL PROPOSAL (INCLUDE THESE DOCUMENTS/FORMS WITH YOUR TECHNICAL PROPOSAL):

- Technical Proposal Cover Sheet
- NIH-1688-1, Project Objectives
- Technical Proposal Cost Information
- Summary of Related Activities
- Government Notice for Handling Proposals

APPLICABLE TO BUSINESS PROPOSAL (INCLUDE WITH YOUR BUSINESS PROPOSAL):

- NIH-2043, Proposal Summary and Data Record
- Small Business Subcontracting Plan Format *[if applicable]*
- Breakdown of Proposed Estimated Cost (plus fee) and Labor Hours
- Offeror's Points of Contact

TO BECOME CONTRACT ATTACHMENTS (INFORMATION ONLY):

- NIH(RC)-4: Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts
- NIH(RC)-7: Procurement of Certain Equipment, (OMB Bulletin 81-16)
- Safety and Health, HHSAR Clause 352.223-70
- Report of Government Owned, Contractor Held Property
- Government Property – Schedule II-A

PACKAGING/DELIVERY/ELECTRONIC SUBMISSION OF THE PROPOSAL

Please refer to <http://www.niaid.nih.gov/contract/eproposal.htm> for delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.

PAPER SUBMISSION: The paper copy is the official copy for recording timely receipt of proposals.

ELECTRONIC SUBMISSION: In addition to the paper submission, you are requested to submit your proposal electronically through the CRON (Contracts Review Online) in accordance with the instructions provided at the above-referenced weblink. You must certify that both the original paper and electronic versions of the proposal are identical.

The electronic submission is solely for the benefit of the Agency. Such submission is still in a "test" stage, and the electronic submissions may or may not be utilized, at the sole discretion of the Agency.

SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE. -- SUBMISSION OF ONLY ELECTRONIC PROPOSALS WITHOUT PAPER COPIES IS NOT ACCEPTABLE.

WARNING: You are advised to read and carefully follow the instructions listed in this RFP. Failure to adhere to these instructions and to the specified limitations for size of paper and electronic proposals may result in the rejection of your proposal.

NUMBER OF COPIES:

Document	Number of Copies	Page Limits	File Size
Technical Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Twenty (20) bound copies.	Limited to not-to-exceed 100 pages.	Limited to not-to-exceed 5 mega-bytes
Business Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Ten (10) bound copies.	Limited to not-to-exceed 150 pages	Limited to not-to-exceed 5 mega-bytes
Representations and Certifications	One (1) Original required to be submitted with the Original Business Proposal. (Extra copies are optional.)	N/A	N/A
All offerors are required to submit three (3) CDs that each contain electronic versions of all proposal information (both technical and business – clearly named). If information appended to the paper version is not available electronically, the CD shall contain a file listing all documents that are submitted in paper format only. The offeror shall include certification that the documents provided electronically match the paper version of those same documents.		Technical Proposal: 2 Compact Discs (CDs) Business Proposal: 1 Compact Disc (CD)	

THE TECHNICAL PROPOSAL LIMIT INCLUDES: Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

PAGE LIMITS -- THE **TECHNICAL PROPOSAL** IS LIMITED TO NOT-TO-EXCEED 100 PAGES. PAGES THAT ARE 2-SIDED WILL COUNT AS 2 PAGES. [THIS PAGE LIMIT INCLUDES: Statement of Work, Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.]. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

Note that although no page limit has been placed on the **Business Proposal, offerors are encouraged to limit its content to only those documents necessary to provide adequate support for the proposed costs.**

ELECTRONIC SUBMISSION – To submit a proposal electronically under this RFP, offerors will need to prepare the proposal on a word processor or spreadsheet program (for the business portion) and convert them to Adobe Acrobat Portable Document Format (.pdf). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES which must be identified as either TECHNICAL or BUSINESS and include some recognizable portion of the ORGANIZATION NAME.

Please note that the electronic submission does not replace the requirement to submit a signed, unbound original paper copy of both your Technical and Business Proposal, along with any required unbound duplicate copies. These paper originals should be mailed or hand-delivered to the address provided in this attachment and must be received on/before the closing date and time.

Please note the two (2) electronic PDF files to be submitted are limited to the size of 5 MB. However, the size of the technical proposal is limited to the page limitation language outlined above. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 4.0 (or higher).

Formatting Requirements:

Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system does not have the capability to read these files.

Documents must be converted to a .pdf searchable format.

Keep graphics embedded in documents as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly.

Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should provide an average of no more than 15 cpi. There must be no more than six lines of text within a vertical inch. Margins must be set to 1 inch around.

Paper size should not exceed 8-1/2 x 11. Larger paper sizes will be counted as 2 pages.

Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.

Simplify the color palette used in creating figures.

Be aware of how large these graphics files become. Large files are discouraged.

Limit scanned images as much as possible.

Limit appendices and attachments to relevant technical proposal information (e.g., SOPs, pertinent manuals, non-scannable figures or data, resumes, letters of commitment/intent).

SUBMISSION OF “PROPOSAL INTENT RESPONSE SHEET”:

Upon receipt by the Contracting Officer of the “Proposal Intent Response Sheet”, offerors will be provided, via e-mail correspondence, specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contract Specialist identified in this RFP and complete and submit the attached “Proposal Intent Response Sheet” by the date provided on that Attachment.

CREATE ADOBE PDF ONLINE -- Adobe will allow you to create 5 documents on a trial for free. If you want to use the site regularly it costs \$10/month or \$100/year. Please link to the following URL for information:

<https://createpdf.adobe.com/index.pl/3847995518.39272?BP=IE>

LOG-IN / TRANSMISSION INSTRUCTIONS:

1. Log-in Site: Will be provided by the Contract Specialist after receipt of the "Proposal Intent Response Sheet"
2. Log-in Name: Will be provided by the Contract Specialist via e-mail.
3. Log-in Password: Will be provided by the Contract Specialist via e-mail.
4. Procedure -- When your proposal is completed and converted to a PDF file using Adobe Acrobat, it is ready to be transmitted electronically. You must upload separate Technical and Business Proposal Files. It is recommended that proposals be transmitted a few days before the due date so that you will have sufficient time to overcome any transmission difficulties.

You must have Explorer 3.1 or higher.

It is essential that you use antiviral software to scan all documents.

Click on "Sign On" and enter your log-in name and password.

Click on "Browse" to locate your saved files on your computer.

Click on "Upload Proposal" after you have located the correct file.

After a file is uploaded, a link to the file will appear under "Upload Files" at the bottom of the screen. Click on that link to view the uploaded file.

If you experience difficulty in accessing your documents, please contact the appropriate NIH contracts office immediately.

If you wish to revise your proposal before the closing date and time, simply log in again and re-post.

USER ACCESS TO THE POSTING SITE WILL BE DENIED AFTER THE RFP CLOSING DATE AND TIME PROVIDED WITH THIS RFP OR ITS MOST RECENT AMENDMENT(S).

PROPOSAL INTENT RESPONSE SHEET

RFP No.: NIH-NIAID-DAIT-BAA-05-10

RFP Title: Modeling Immunity for BioDefense

Please review the attached Request for Proposal. Furnish the information requested below and return this page by October 22, 2004. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Since your proposal will also be submitted electronically, please include the name and e-mail of the individual to whom the electronic proposal instructions, login code, and password should be provided.

☐ DO INTEND TO SUBMIT A PROPOSAL

☐ DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

Company/Institution Name (print): _____
Address (print): _____

Project Director's Name (print): _____
Title (print): _____
Signature/Date: _____
Telephone Number and E-mail Address (print clearly): _____

*Name of individual to whom electronic proposal instructions should be sent:

Name: _____
Title: _____
E-Mail Address: _____
Telephone Number: _____

Names of Collaborating Institutions and Investigators (include Subcontractors and Consultants) (print):

(Continue list on a separate page if necessary)

RETURN VIA FAX OR E-MAIL TO:

CMP, NIAID, NIH

Room 3214

6700-B Rockledge Drive, MSC 7612

Bethesda, MD 20892-7612

Attn: Robert J. Singman

RFP-NIH-NIAID-DAIT-BAA-05-10

FAX# (301)-480-4675

Email : rsingman@niaid.nih.gov

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**1. Technical Proposal**

The technical proposal page limit is one hundred (100) pages total, including the statement of work. The Statement of Work should not exceed ten (10) single spaced pages in length within the technical proposal.

The Technical Proposal consists of two major sections:

SECTION ONE - The Statement of Work which delineates each step or task to be carried out after award of the contract in order to accomplish the proposed research.

SECTION TWO - The Detailed Proposal which consists of three parts:

- (1) Part 1 - a separate Technical Plan which describes the proposed approach, methodology, and outcome in detail, including preliminary data and other documentation supporting the proposed research project;
- (2) Part 2 - Personnel - a description of the experience and qualifications of proposed personnel and a discussion of how the project will be organized and managed; and,
- (3) Part 3 - Other Considerations.

SECTION ONE - Offeror's Proposed Statement of Work (*Maximum limit-10 pages*)

In contracts awarded under this Broad Agency Announcement, the Statement of Work will be the Statement of Work proposed by the offeror and negotiated and accepted by the NIAID. This section of the offeror's Technical Proposal should outline the steps to be taken by the contractor during performance of the contract. The offeror's proposed Statement of Work should begin as follows:

"Independently, and not as an agent of the Government, the Contractor shall furnish all necessary services, qualified professional, technical, and administrative personnel, material, equipment and facilities, not otherwise provided by the Government under the terms of this contract, as needed to perform the tasks set forth below. Specifically the Contractor shall:"

The opening paragraph should be followed by a full Statement of Work describing each step that the contractor shall perform after the award of the contract, including: the tasks that will be performed to carry out the research project; how these tasks will be accomplished; and the time frame within which each task will be accomplished. Each step described in the Statement of Work will begin with the words "The Contractor shall...." Where appropriate, divide the Statement of Work into separate tasks and subtasks. An outline format should be used. Briefly describe the work related to each task and describe the tasks in the sequence in which they will be carried out. More in depth descriptions of the proposed work should be provided in SECTION TWO of your Technical Proposal. The Statement of Work should also include a description of all items to be delivered to the Government during performance of the contract, such as progress reports, financial reports, end products, and deliverables.

SECTION TWO - Part 1-Technical Plan (*recommended limit-25 pages*)**(1) Objectives**

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and its relationship to comparable work in progress elsewhere or as part of your own studies. Review pertinent work already published which is relevant to this project and your proposed approach. Provide a list of references to document published work cited in the proposal. Place the list at the end of SECTION TWO, Part 1. This section of the Technical Plan should support the scope of the project as you propose it to be accomplished, and as outlined in your proposed Statement of Work.

(2) Approach

Use as many subparagraphs, appropriately titled, as needed to clearly describe the general plan of work. Discuss phasing of research including rationale, experimental design, achievable milestones, and the possible or probable outcome(s) of the proposed approaches. Describe alternate approaches to be used if the primary approaches are unsuccessful. In addition, indicate the role of subcontractors in the plan of work, if applicable.

(3) Methods

Describe the methods you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.

(4) Schedule

Provide a schedule for completion of work and delivery of items specified in your proposed Statement of Work. Performance or delivery schedules should be indicated for phases or segments, as applicable, as well as for the overall project. Schedules should be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer.

(5) Facilities

Describe facilities, equipment, and resources that will be used to perform all phases of the proposed project.

SECTION TWO - Part 2-Personnel-(recommended limit-10 pages excluding letters of commitment and resumes)

Describe the experience and qualifications of personnel who will be assigned for direct work on the project. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar research projects/programs and equipment/technologies. Special mention should be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for the project, as well as how the project will be organized and managed. If staff are to be hired, include a description of the qualifications that will be used to identify appropriate staff to fill the position(s). Include an organizational chart that clearly shows reporting relationships and lines of authority.

OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS AND OTHER SUPPORT FOR MORE THAN A TOTAL 100% OF THEIR TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.

(1) Principal Investigator/Project Director

List the name of the Principal Investigator/Project Director responsible for overall implementation of the contract who serves as the key contact for technical aspects of the project. Even though there may be co-investigators, identify the Principal Investigator/Project Director who will be responsible for the overall implementation of any contract awarded. Discuss the qualifications, experience, and accomplishments of the Principal Investigator/Project Director. State the estimated time to be spent on the project(s), his or her proposed duties, and the areas or phases of work for which he/she will be responsible.

(2) Other Investigators

List all other investigators/professional personnel who will be participating in the project. Discuss the qualifications, experience, and accomplishments of each individual. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be directly responsible.

(3) Additional Personnel

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time and part-time employment, or on a subcontract or consultant basis. Describe the technical areas, character, and extent of subcontract or consultant activity and specify anticipated sources for all such services. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include each of the following items of information:

- * The specific items or expertise they will provide;
- * Their availability to the project and the amount of time anticipated;
- * Willingness to act as a consultant; and

- * How rights to publications and patents will be handled.

Letters of commitment should be placed at the end of SECTION TWO, Part 2.

(4) Resumes (recommended limit–2 single-sided pages per person)

Resumes of all key personnel are required. Each resume must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant recent publications. Resumes should be placed as the last documents in SECTION TWO, Part 2 of the proposal.

SECTION TWO -Part-3-Other Considerations

Record and discuss specific factors, not included elsewhere, that support your proposal using specifically titled subparagraphs. Items may include:

- (1) Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how your Statement of Work will be accomplished within this working relationship and how intellectual property issues will be treated (if applicable).
- (2) Unique arrangements, equipment, procedures, etc. that no or few organizations are likely to have which will be advantageous for effective implementation of the project.
- (3) Equipment, training and unusual operating procedures established to protect personnel from any hazards associated with your project.
- (4) Other factors you feel important to support your proposed research.
- (5) For additional requirements to be addressed in your Technical Proposal, refer to the following Sections of this RFP, as applicable:

a. Section L, Part II (General Instructions)

Care of Live Vertebrate Animals
Possession, Use and Transfer of Select Biological Agents or Toxins
Sharing Research Data

b. Section L, Part III (Technical Proposal Instructions)

Information Technology Systems Security

Discussion of this subject should be placed at the end of SECTION TWO, Part 3 of the technical proposal.

2. Technical Evaluation

Proposals will be technically evaluated by an initial review panel in accordance with the factors, weights, and order of relative importance as described in the Technical Evaluation Criteria (see Section M.). This evaluation produces a numerical score (points) which is based upon the information contained in the offeror's proposal only.

The following information is specific to this solicitation and is provided to supplement and/or complete the associated ITEMS presented at the SECTION L website at <http://rcb.cancer.gov/rcb-internet/wkf/sectionl.pdf>

I. GENERAL INFORMATION

ITEM 1: Alternate I, of FAR Clause 52.215-1, INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION, is applicable to this solicitation.

ITEM 9: NAICS CODE AND SIZE STANDARD

Note: The following information is to be used by the offeror in preparing its Representations and Certifications (See Section K of this RFP), specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1.

- (1) The NAICS Code is 541710.
- (2) The small business size standard is 500 Employees

ITEM 12: TYPE OF CONTRACT AND NUMBER OF AWARD(S)

It is anticipated that MULTIPLE AWARD(S) will be made from this solicitation and that the award(s) will be made on or about July 29, 2005

It is anticipated that the award(s) from this solicitation will be a multiple-year COST REIMBURSEMENT type COMPLETION contract with a Period Of Five (5) YEARS, and that incremental funding will be used [see Section L, PART IV - Business Proposal Instructions].

ITEM 17: COMPARATIVE IMPORTANCE OF PROPOSALS

You are advised that paramount consideration shall be given to the evaluation of technical proposals. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price/approximately equal to cost or price/significantly less important than cost or price. The relative importance of the evaluation factors is specified in SECTION M of this solicitation. However, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

ITEM 21: LATE PROPOSALS AND REVISIONS, HHSAR 352.215-70, is applicable to this solicitation.

II. GENERAL INSTRUCTIONS

ITEM 24: Potential Award Without Discussions, is applicable to this solicitation.

ITEM 27: Care of Live Vertebrate Animals, is applicable to this solicitation.

ITEM 28: Possession, Use and Transfer of Select Biological Agents or Toxins, is applicable to this solicitation.

ITEM 30: Sharing Research Data, is applicable to this solicitation.

ITEM 31: Sharing of Model Organisms for Biomedical Research, is applicable to this solicitation.

ITEM 34: Small Business Subcontracting Plan, is applicable to this solicitation and the following information is provided to supplement this item to assist in proposal preparation:

Identified below are the DHHS subcontracting goals. Offerors are encouraged to the greatest extent possible to identify subcontract dollars to these types of businesses.

23 % for Small Business; 5 % for Small Disadvantaged Business; 3 % for Women-Owned Small Business; 5 % for HUBZone Small Business; and 3 % for Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small Business.

ITEM 36: Extent of Small Disadvantaged Business Participation, is applicable to this solicitation.

ITEM 37: Salary Rate Limitation in Fiscal Year 2004, is applicable to this solicitation.

ITEM 40: Past Performance Information, is applicable to this solicitation and the following information is provided to supplement this item to assist in proposal preparation: Past Performance information shall be submitted as part of the Business proposal. A list of the last 5 contracts completed during the past three years and the last contracts awarded currently in process that are similar in nature to the solicitation workscope.

ITEM 49: Prohibition on Contractor Involvement with Terrorist Activities, is applicable to this solicitation.

ITEM 50: Solicitation Provisions Incorporated by Reference: The following provisions are applicable to this solicitation.

Submission of Offers in the English Language, FAR Clause 52.214-34, (April 1991).

Submission of Offers in U.S. Currency, FAR Clause 52.214-35, (April 1991).

Facilities Capital Cost of Money, FAR Clause 52.215-16, (October 1997).

Order of Precedence-Uniform Contract Format, FAR Clause 52.215-8, (October 1997).

Preaward On-Site Equal Opportunity Compliance Evaluation, (Over \$10,000,000), FAR Clause 52.222-24, (February 1999).

ITEM 54: Human Subjects, is applicable to this solicitation.

III. TECHNICAL PROPOSAL INSTRUCTIONS

ITEM 52: Project Objectives, NIH-1688-1, is applicable to this solicitation.

ITEM 55: Information Technology Systems Security, is applicable to this solicitation and the following information is provided to supplement this item to assist in proposal preparation.

(a) Sensitivity and Security Level Designations.

The Statement of Work (SOW) requires the successful offeror to develop or access a Federal Automated Information System (AIS). Based upon the security guidelines contained in the *Department of Health and Human Services (DHHS) Automated Information Systems Security Program (AISSP) Handbook*, the Government has determined that the following apply:

(1) Category of Safeguarded Information

The safeguarded agency information that the successful offeror will develop or access is categorized as:

☒ Non Sensitive Information
☐ Sensitive Information
☐ Classified Information:
☐ Confidential ☐ Secret ☐ Top Secret ☐ Special Access

(2) Security Level Designations

The information that the successful offeror will develop or access is designated as follows:

Level ___ applies to the sensitivity of the data.
 Level ___ applies to the operational criticality of the data.

The overall Security Level designation for this requirement is Level 1C.

(3) Position Sensitivity Designations

Prior to award, the Government will determine the position sensitivity designation for each contractor employee that the successful offeror proposes to work under the contract. For proposal preparation purposes, the following designations apply:

- ☐ Level 6C: Sensitive - High Risk (Requires Suitability Determination with a BI). Contractor employees assigned to a Level 6C position are subject to a Background Investigation (BI).
- ☐ Level 5C: Sensitive - Moderate Risk (Requires Suitability Determination with NACIC). Contractor employees assigned to a Level 5C position with no previous investigation and approval shall undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), or possibly a Limited Background Investigation (LBI).
- ☐ Level 4C: Classified (Requires Special Access Clearance with an SSBI). Contractor employees assigned to a Level 4C position are subject to a Single Scope Background Investigation (SSBI).
- ☐ Level 3C: Classified (Requires Top Secret Clearance with an SSBI).

Contractor employees assigned to a Level 3C position are subject to a Single Scope Background Investigation (SSBI).

☐ Level 2C: Classified (Requires Confidential or Secret Clearance with an LBI).

Contractor employees assigned to a Level 2C position shall undergo a Limited Background Investigation (LBI).

☐ Level 1C: Non Sensitive (Requires Suitability Determination with an NACI).

Contractor employees assigned to a Level 1C position are subject to a National Agency Check and Inquiry Investigation (NACI).

Contractor employees who have met investigative requirements within the past five years may only require an updated or upgraded investigation.

(b) Information Technology (IT) System Security Program

The offeror's proposal must:

- (1) Include a detailed outline (commensurate with the size and complexity of the requirements of the SOW) of its present and proposed IT systems security program;
- (2) Demonstrate that it complies with the AISSP security requirements, the Computer Security Act of 1987; Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Systems;" and the DHHS AISSP Handbook.

At a minimum, the offeror's proposed information technology systems security program must address the minimum requirements of a Security Level 1C identified in the DHHS AISSP Handbook, Exhibit III-A, Matrix of Minimum Security Safeguards.

- (3) Include an acknowledgment of its understanding of the security requirements.

- (4) Provide similar information for any proposed subcontractor developing or accessing an AIS.

(c) Required Training for IT Systems Security

DHHS policy requires that contractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements.

The successful offeror will be responsible for assuring that each contractor employee has completed the following NIH Computer Security Awareness Training course prior to performing any contract work:

<http://irtsectraining.nih.gov/>. The contractor will be required to maintain a listing of all individuals who have completed this training and submit this listing to the Government.

Additional security training requirements commensurate with the position may be required as defined in OMB Circular A-130 or NIST Special Publication 800-16, "Information Technology Security Training Requirements." These documents provide information about IT security training that may be useful to potential offerors..

(d) Prospective Offeror Non-Disclosure Agreement

The Government has determined that prospective offerors will require access to sensitive information described below in order to prepare an offer.

Any individual having access to this information must possess a valid and current suitability determination at the following level:

☐ Level 6C: Sensitive - High Risk

☐ Level 5C: Sensitive - Moderate Risk

To be considered for access to this sensitive information, a prospective offeror must:

- (1) Submit a written request to the Contracting Officer identified in the solicitation;
- (2) Complete and submit the "Prospective Offeror Non-Disclosure Agreement" provided as an attachment in Section J of this solicitation; and
- (3) Receive written approval from the Contracting Officer.

Prospective offerors are required to process their requests for access, receive Government approval, and then access the sensitive information within the period of time provided in the solicitation for the preparation of offers.

Nothing in this provision shall be construed, in any manner, by a prospective offeror as an extension to the stated date, time, and location in the solicitation for the submission of offers.

(e) References

The following documents are electronically accessible:

- (1) OMB Circular A-130, Appendix III: <http://csrc.ncsl.nist.gov/secplcy/a130app3.txt>
- (2) DHHS AISSP Handbook: <http://irm.cit.nih.gov/policy/aissp.html>
- (3) DHHS Personnel Security/Suitability Handbook: <http://www.hhs.gov/ohr/manual/pssh.pdf>
- (4) NIH Applications/Systems Security Template: <http://cit.nih.gov/security/secplantemp.html>
- (5) NIST Special Publication 800-16, "Information Technology Security Training Requirements:"
<http://csrc.nist.gov/publications/nistpubs/800-16/800-16.pdf>
- (6) NIH CIT-Policies, Guidelines and Regulations:
Table 1 - Categories of Safeguarded Agency Information:
<http://irm.cit.nih.gov/security/table1.htm>
Table 2 - Security Level Designations for Agency Information:
<http://irm.cit.nih.gov/security/table2.htm>
Table 3 - Positions Sensitivity Designations for Individuals Accessing Agency Information:
<http://irm.cit.nih.gov/security/table3.htm>

IV. BUSINESS PROPOSAL INSTRUCTIONS

ITEM 57: Proposal Cover Sheet, is applicable to this solicitation.

ITEM 58: Information Other than Cost or Pricing Data, is applicable to this solicitation.

[X] This information may be submitted in the offeror's own format.

ITEM 60: Cost and Pricing Data is applicable to this solicitation.

Subparagraph 3. Formats for Submission of Line Item Summaries:

[X] The format specified in SECTION L at <http://rcb.cancer.gov/rcb-internet/wkf/sectionl.pdf> is applicable to this solicitation.

[] The following format shall be used in lieu of the one specified in SECTION L at <http://rcb.cancer.gov/rcb-internet/wkf/sectionl.pdf> :*

** (Specify format) **

*It is noted that the format specified above is also applicable to Alternate I, of FAR Clause 52.215-20, Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data.

ITEM 66: Incremental Funding, is applicable to this solicitation.

ITEM 68: Certification of Visa's for Non-U.S. Citizens, is applicable to this solicitation.

END OF AMENDMENT 2 TO RFP NIH-NIAID-DAIT-BAA-05-10